



Job Location: 400 Deaderick Street – Nashville TN 37243

Executive Administrative Assistant 2

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life. We are looking for great talent absolutely committed to service leadership!

The Executive Administrative Assistant 2 reports directly to the Deputy Commissioner/Chief Operating Officer (COO) who is responsible for Budget, Facilities, Fiscal, IT, Procurement, and Quality Improvement and Strategic Solutions (QISS). We are looking for a highly skilled assistant to provide personalized administrative support in a professional, organized and timely manner. The ideal candidate will work on a variety of tasks related to the executive's work and communications. Sensitivity to confidential matters is required.

Position Responsibilities:

- Point of contact between the COO and internal and external customers, employees, senior staff and state officials
- Manage calls, calendars, travel, messages and written communications
- Oversee requests and queries appropriately and professionally
- Create reports and presentations as requested
- Develop and manage an efficient document filing systems (paper, electronic, etc.)
- Demonstrate proactive approaches to problem solving and customer service tasks
- Exemplary planning and time management skills

Position Qualifications:

- Education and Experience: Minimum two year or equivalent degree from an accredited college or university. Bachelor's degree preferred
- Expert level of written and verbal communication and interpersonal skills
- Skilled in advanced office applications and technology
- Advanced skill and experience in Microsoft Office: Excel, Word, PowerPoint, Outlook

- Experience in a human services program or government agency is preferred
- Full comprehension of office management systems and procedures
- Proven experience or ability in an executive administrative position role

How to Apply:

- Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by October 3, 2018. All email submissions must include in the subject line: Executive Administrative Assistant 2
- **Target Salary: \$57,000-63,600.** Salary offer will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to a background check.

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.